

**CUSTODIAL CREW LEADER**

*The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**DEPARTMENT:** Property Management

**REPORTS TO:** Custodial Supervisor

**CLASS SUMMARY**

Serves as lead to staff and performs custodial duties in County-owned buildings.

**DISTINGUISHING CHARACTERISTICS**

The Custodial Crew Leader is the second level of a four-level custodial series. The Custodial Crew Leader is distinguished from the Custodian by its responsibility for a crew. The Custodial Crew Leader is distinguished from the Custodial Supervisor in that the Custodial Crew Leader is responsible for a crew and the Custodial Supervisor supervises Crew Leaders.

**TYPICAL CLASS ESSENTIAL DUTIES**

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluations; and ensuring staff is trained.
- Cleans restrooms, which includes the floors, sinks, mirrors, stalls, doors, toilets, stainless steel surfaces, and vents. Replenishes restroom supplies.
- Cleans building floors and hallways to include sweeping, mopping, buffing, waxing, vacuuming, spot cleaning and shampooing.
- Cleans office furniture, which includes dusting tables, chairs, and desks.
- Maintains the inventory and maintenance of cleaning supplies and equipment, which includes ordering and delivering the supplies and submitting work orders for equipment repair.
- Ensures trash removal by emptying and cleaning trash cans and changing trash bags.
- Cleans glass doors and windows, including window sills and blinds.
- Ensures building security by checking locks, setting alarms, and monitoring parking lots.
- Maintain and operate work vehicles to include checking vehicle fluids and recording vehicle mileage.
- Reports needed maintenance and repair work and may perform minor maintenance and repair work, such as changing light bulbs, unstopping toilets and drains, hanging pictures and touch-up painting.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

**POSITION SPECIFIC DUTIES**

Does not apply

**KNOWLEDGE AND SKILLS**

Knowledge of:

- Cleaning products and procedures;
- Basic vehicle maintenance;
- Safety and security issues.

Skill in:

- Training employees;
- Monitoring and assigning work;
- Operating cleaning equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

## **CUSTODIAL CREW LEADER**

### **TRAINING AND EXPERIENCE**

Completion of coursework up through the 8<sup>th</sup> grade and two years of custodial experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **LICENSING/CERTIFICATION**

- May require a valid NC Driver's License.

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

Typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

May be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, work space restrictions, noises and travel.

### **GENERAL INFORMATION**

FLSA Status: Non-exempt

Class Spec Established/Revised: E9/99; R10/02